



MEMORANDUM

FROM: REGISTRAR - ACADEMIC AFFAIRS

TO: ALL STUDENTS

DATE: 20TH FEBRUARY 2026

SUBJECT: EXAM CLEARANCE REQUIREMENTS

Receive warm greetings from the Kenya Assemblies of God East University.

This is to inform you of the requirements that must be met before you are allowed to sit for the end-of-semester examinations. Please read carefully and ensure full compliance.

1. Academic Requirements

- You **must** have completed and submitted all your **Continuous Assessment Tests (CATs)**.
- You must have attended **at least 70% of your scheduled classes** for each unit.

2. Pre-Registration Requirement

- You are required to complete the **online Pre-Registration Form**, which is used to pre-register for units that will be offered in the upcoming May–August 2026 semester.
- **You will not be permitted to sit for examinations, whether online or in person**, until it has been confirmed that the form has been duly submitted and verified as complete and accurate.
- You should consult your Head of Department or Dean for any clarification or additional information on unit selection.
- You must be cleared by the Head of Department (HoD) before submitting the Pre-Registration Form.
- You are responsible for ensuring the form is filled in correctly. **The submission deadline is Friday, 27th March 2026.**

3. Financial Clearance Requirements

- You **must clear all outstanding fee balances** and obtain financial clearance from the Finance Department by **Friday, 27th March 2026.**
- The Finance Department will verify:
 - Completion of examination pre-registration.



- Full clearance of all outstanding fee balances.

Students who meet both requirements will be issued an official examination card. Students **without a valid examination** will not be permitted to sit for examinations or access online examinations.

- **The Learning Management System (LMS) will be disabled from Monday, 23rd March 2026,** and will only be re-enabled once pre-registration and fee clearance have been verified.

4. Identification Requirement

- You must have a **valid student identification card (ID)** to be admitted into the examination room.

5. Online Examination Requirements

Only students officially enrolled and registered as online students, and who have undertaken their units online for the entire semester, will be permitted to sit for online examinations. Online students who wish to sit for physical (on-campus) examinations must submit a formal request by **Friday, 20th March 2026**, subject to academic and administrative approval. Requests should be submitted to the Registrar's Office via the email address listed below.

Students who do not meet the above requirements or deadlines will not be eligible to sit for the end-of-semester examinations.

The End-of-Semester Examinations will commence **on Monday, 30th March 2026, and conclude on 10th April 2026**. The examination timetable will be released in due course. For further clarification, contact the Registrar's Office.

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Cc: Dean, School of Education and Social Sciences
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